



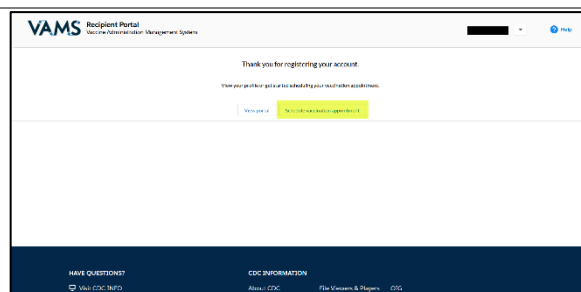
Summary

As a Vaccine Recipient, you can register in VAMS to schedule vaccination appointments, receive information on next steps, and be notified of follow-up appointments. Once you have setup your VAMS account, you can begin to schedule your COVID-19 vaccination appointment. This section will review how to schedule, cancel, or reschedule an appointment.

Key Steps

Step 1: Schedule Your Appointment: Find a Clinic

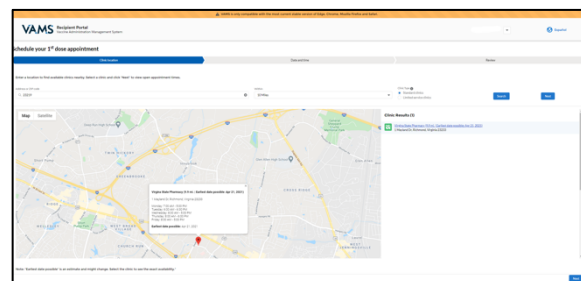
- Schedule your appointment from the **My Appointments** page or from the **Registration Confirmation** page by clicking the **Schedule Appointment** button



- On the Clinic Location page, locate a clinic by entering the **Address** or **ZIP code** where you want to be vaccinated.

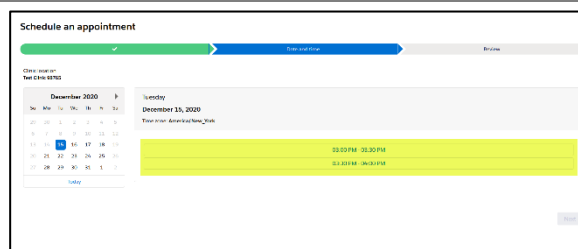
- **Zip Code:** 23230
- **Within:** 10 miles
- **Clinic type:** Select “standard clinics”

Click the **Clinic Name** of your preferred clinic, then click the **Next** button that appears below the map.



Step 2: Schedule Your Appointment: Select a Time

- On the Date and Time page, select an available appointment **date on the calendar** located on the left side of the page
 - Days with available appointments will appear in black text with a green bar underneath while unavailable days will be in gray.



- Select your appointment time by clicking a **Time Slot**, then click **Next**

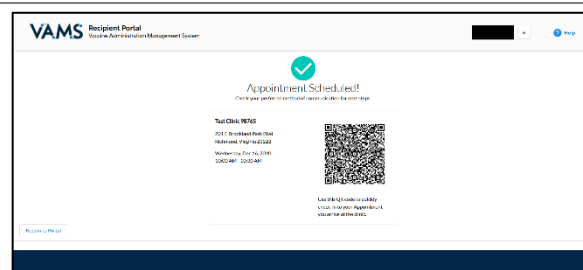
Click **Submit** to confirm your appointment or **Previous** to make any changes





c. After clicking **Submit**, you will see a confirmation that your appointment has been scheduled. The confirmation includes your appointment details and a QR code

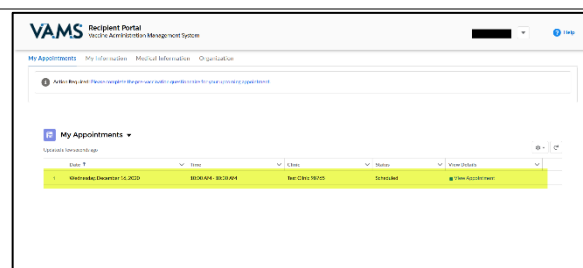
Click the **Cancel Appointment** button if you need to change the appointment



Step 3: Steps to Take Before Your Appointment

- Appointment Confirmation:** This includes appointment details like date, time, location, what to bring, and a link to cancel the appointment

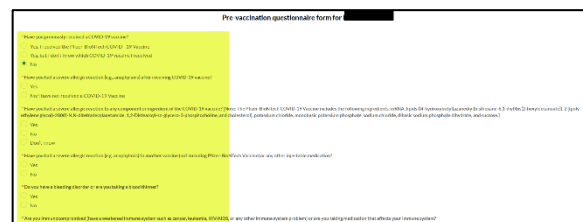
The **Pre-vaccination Questionnaire** is accessible by clicking the link with the same name. You must complete and digitally sign the questionnaire before receiving the vaccine



- The **Pre-vaccination Questionnaire** will require you to answer questions about your health and acknowledge receipt of the vaccine information provided before receiving the vaccine. Your answers are used to determine if you can receive a vaccine on the day of your appointment

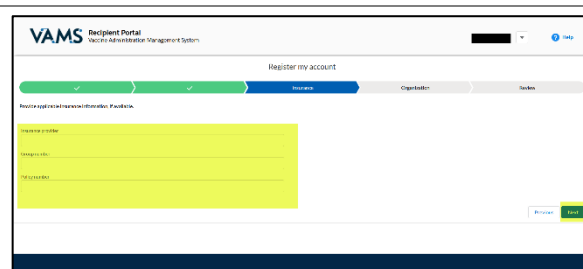
Click **Next**

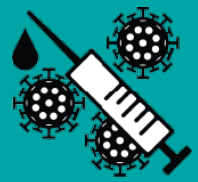
You must complete the Pre-vaccination Questionnaire before your appointment and cannot be checked in for your appointment until it is complete



Step 4: Enter Insurance Information (Optional)

- If you do not want to enter your insurance information, click **Next**. Otherwise, complete the items listed on this page





Step 5: Review Your Information

- Review your personal, medical, insurance, and organization information for accuracy

If any information is inaccurate, click **Previous** to make edits before moving forward

Confirm all information is correct and complete, then **check the box** confirming the information is correct

Click **Finish**. This takes you to the confirmation page

Additional Resources

CDC VAMS User Manuals: <https://www.vdh.virginia.gov/immunization/vams-resources-external/>